

Figure SC850.F22. ES-939, "UCFE Program - Federal Agency Visit Report"

TO BE COMPLETED BY SESA REPRESENTATIVE

(STATE AGENCY NAME)
UCFE PROGRAM-FEDERAL AGENCY VISIT REPORT

SECTION 1. IDENTIFICATION DATA

1. FEDERAL AGENCY NAME AND ADDRESS 2. CORRECT NAME AND ADDRESS (IF DIFFERENT)
(PER STATE RECORDS)

3. VISIT MADE BY: (NAME, TITLE and DATE)

4. SPECIFIC REASON FOR VISIT

5. NAMES AND TITLES OF PERSONS CONTACTED

SECTION II. FEDERAL AGENCY FUNCTIONS

INSTRUCTIONS: Review the Federal Agencies UCFE Program based on the questions provided below. Any "NO" answers should be fully explained on sheet provided. If additional space is required provide a separate attachment.

General Administration		YES	NO
1.	Does the Federal agency have a designated UCFE Program Manager responsible for the overall UCFE program?	—	—
2.	Were copies of instructions issued by the U.S. Department of Labor distributed to and executed by appropriate units at installations of the agency?	—	—
3.	Were current procedures and operating instructions issued by the Federal agency?	—	—
4.	Did the Federal agency by August 1, provide the name(s), title(s), address(es) and telephone number(s) of the designated UCFE Program Manager and the UCFE Liaison(s)?	—	—
5.	Does the Federal agency have an address to have claims sent when the Form SF-8 has not been presented by the claimant?	—	—
6.	Is the address to send UCFE bills, detailed listings and related correspondence current?	—	—
7.	Has the Federal agency provided copies of instructions and informational material to the U.S. Department of Labor prior to issuance?	—	—
8.	Did the Federal agency cooperate fully during the review?	—	—
9.	Did the Federal Agency administrative offices which prepares UCFE forms have copies of UCFE Instructions for Federal agencies?	—	—
If no, provide a copy.			

- | | | YES | NO |
|-----|--|-----|----|
| 10. | Did the Federal agency have an adequate supply of Forms SF-8? | — | — |
| 11. | Were you able to observe a separation briefing where an SF-8 was provided? | — | — |
| 12. | Review recently completed forms listed below and indicate the number reviewed.
ES-931 — ES-931A — ES-934 — ES-936 — | | |
| 13. | Were the above listed forms completed within four workdays of receipt? | — | — |
| 14. | Does the agency maintain a control record for incoming and outgoing forms? | — | — |
| 15. | Were records requested from the National Personnel Records Center as required to complete UCFE Forms? | — | — |

ES-931/ES-931A/ES-934/ES-936

- | | | YES | NO |
|-----|--|-----|----|
| 1. | Did the agency understand what constitutes Federal Civilian Service? | — | — |
| 2. | Did the Federal agency copy of completed Forms ES-931 show the 3-Digit Federal Agency Code? | — | — |
| 3. | Was the Duty Station correctly identified? | — | — |
| 4. | Was date of separation or last day of active pay status entered correctly? | — | — |
| 5. | Was reason for separation shown as complete as the SF-50 or equivalent? | — | — |
| 6. | When separation information on the SF-50 is inadequate was adequate information provided on the ES-931? | — | — |
| 7. | Are payroll records and the ES-931 consistent? | — | — |
| 8. | Was non-pay status (not separated) explained? | — | — |
| 9. | When wage reporting (when earned vs. when paid) is inconsistent with State reporting requirements, does the Federal agency advise the State? | — | — |
| 10. | Were Forms ES-931 and ES-931A completed correctly? | — | — |
| 11. | Did the Federal agency respond timely and accurately to the Form ES-936? | — | — |
| 12. | Was the ES-936 completed and verified by other than the individual who completed the ES-931? | — | — |
| 13. | Are ES-934's referred to appropriate party? | — | — |
| 14. | Does the Federal agency notify the State Employment Security Office when a former federal employee refused and offer of employment? | — | — |

APPEALS

	YES	NO
1. Does the Federal agency appeal State Financial and Non-monetary determinations when the determination(s) are inconsistent with Federal Findings?	—	—
2. Are determinations and hearing notices referred to the appropriate office?	—	—
3. When not able to attend a scheduled appeal hearing does the Federal agency provide sufficient information to be included in the record to protect their interests?	—	—

UCFZ PROGRAM-FEDERAL AGENCY VISIT REPORT -CONTINUED

REMARKS: For each "NO" answer, list below by item number and indicate action taken by agency to comply with requirements, including correction of previous errors. If Federal agency visited had little or no UCFZ activity, insure that agency understands it's responsibilities for each requirement and agrees to apply UCFZ procedure to future activity.

PREPARED BY: (NAME)	TITLE	DATE
TIME SPENT IN TRAVELING	TIME SPENT IN VISITING	